Data Sources for Adult Education Quarterly Report

Milestones	Available in CALIS	Possible Report Source
Learn about the program (Specify if meaningful additional milestones for certain subpopulations)	**No**	Phone Calls, Waiting List, Number of Contacts Made
Sign up for services	**No**	Enrollment or Intake Form
Participate in program orientation(s)	**No**	Rosters from orientation, work products from orientation
Complete intake activities	**No**	Enrollment Form, Intake Documentation
Take an approved pre-test before they receive (12 hours of) instruction	**Yes**	CALIS - Student Test Report
Set one or more goals including one NRS goal for the year	**Yes/No**	Student Plan. The Student Goals Report in CALIS can be used, however the CALIS system deos not not list students who only had the goal to increase literacy skills.
Attend 12 hours of instruction	**Yes**	CALIS student registration/attendance report.
Continue participation beyond critical 3-week period	**Yes**	CALIS student registration/attendance report . This report will give a registrtaion and separation date. At this time, it may be useful to copy to excel and use the networkdays function. This function returns the number of working days between start_date and end_date.
Take a post-test (at least 70%) after the number of hours required by the developer of the approved test used by the program	**Yes**	Run table 4 in CALIS to get the total number enrolled. To appear in this report the student must have pre-tested. Run Table 4B in CALIS. Take the total enrolled pre and post tested.
Receive 120 hours of instruction	**Yes**	CALIS student registration/attendance report. You can sort on YTD attendnace to determine the number of studnets who are equal to or over 120 hours.
Are tested at least twice after the initial post test with the appropriate form of an OAE- and NRS-approved test	Yes	CALIS - Student Test Report
Complete or advance one or more educational functional levels when post tested	**Yes**	Table 4 in CALIS
Find employment in the quarter after exit	**Yes**	Table 5 in CALIS
Get a GED or EDP	Yes	Table 5 in CALIS
Still have their job in the third quarter after exit	**Yes**	Table 5 in CALIS
Enroll in postsecondary education/training, apprenticeship programs, or advanced technical training	**Yes**	Table 5 in CALIS